

Registering and Submitting a Concept Paper and Full Proposal for ARPA-E

A Company/University (Applicant) is required to submit the Concept Paper and, if accepted, submit the Full Proposal for funding to ARPA-E. LANL can only be a contributor to the concept and proposal. This submission **must be done electronically** by the Applicant, following a very detailed process. The purpose of this paper is to summarize the registration process.

Registration

The most important and time-consuming step is to register at the appropriate Government web sites. **This should be done in advance of submitting the Concept Paper or Full Proposal.** In order to register at the Government web sites, you must **first** obtain a D&B DUNS Number, an IRS Employee Identification Number, and register with Central Contract Registry (CCR). The Applicant's institution may already have these numbers and be registered with CCR. This should be checked *before* applying for new numbers. If the Applicant needs numbers, he/she may apply and register with CCR at the following web sites:

Employee Identification Number

<http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>

D&B DUNS Numbers

<http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=1780AF12706345F7FD8EF40FA3165B42>

Central Contract Registry (CCR)

<http://www.ccr.gov/Start.aspx>.

During this registration, the Applicant must designate an E-Business Point of Contract (E-Biz POC). This person will then delegate employees as an Authorized Organization Representative (AOR). The AOR is thereby authorized to submit proposals on behalf of the organization.

After completing the CCR registration, the Applicants must wait one day before getting the AOR username and password. The AOR must complete a profile on **Grants.gov** to get the username and password.

The next step is to register at the Government web sites. This is required by ARPA-E.

Start with the **Grants.gov Registration Checklist** at:

http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf

Steps 1–2 (EIN, DUNS, CCR registration) will cover all types of registrations (Grants.gov, FedConnect, etc.). These two steps need to be completed only once.

Steps 3–6 are specific to Grants.gov.

Below, please find the web site needed to register with **FedConnect**:

https://www.fedconnect.net/FedConnect/PublicPages/FedConnect_Ready_Set_Go.pdf

Applicants with Los Alamos as a contributor may obtain help from the following LANL resources:

- The TT Web Site for ARPA-E at <http://www.lanl.gov/partnerships/arpa-e>;
- LANL's Proposal & Grant Administration team, proposals@lanl.gov, (505) 667-5324, or 606-2044, for registration questions only; or
- From Grants.gov at 1-800-518-4726.

The Process

Once the Applicant is registered at the Government web sites, the process is well documented in the FOA.

First, no later than one week prior to the concept paper submission deadline, the applicant must submit a web-based cover sheet (page 14, last paragraph of FOA) through <http://www.arpa-e.energy.gov/foa/coverpage.html>. Once the cover page is submitted, ARPA-E will email the applicant an application control number. This number must be placed at the top right corner of each page of the Concept Paper.

Second, the Concept Paper can then be submitted.

Finally, if ARPA-E accepts the Concept Paper, the Applicant must submit the Full Proposal within 30 days of notification by ARPA-E.